



CITY OF ATLANTA

Job Announcement

SOLID WASTE RECYCLING COORDINATOR

STARTING SALARY: \$41,846

SALARY GRADE: 21

Applications Accepted From: April 11, 2005 until vacancies are filled or until April 22, 2005

Minimum Job Requirements

Persons applying must have a bachelor's degree in Environmental Science, Marketing, Communications, Public Relations, Business/Public Administration or related field and three years of experience coordinating and overseeing recycling programs, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position. **Applicant MUST be available to work weekends and nights.**

Duties of the Job

The employee is responsible for coordinating and overseeing recycling programs that encourage the recycling of waste products, reducing waste disposal needs and saving natural resources; promoting educational efforts to inform the public about recycling, including making presentations to schools, citizens and civic organizations; preparing recycling reports and maintaining records of recycling program efforts. Interacts with governmental units on recycling issues to ensure responsiveness to problems and concerns; attends meetings and conferences to remain abreast of trends in recycling and related government legislation; performs related duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303-0306

Phone: (404) 330-6369

www.atlanatga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED AND HIGHLY QUALIFIED.

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.